

TOWN OF FOREST HEIGHTS, MARYLAND
TOWN MEETING
VIRTUAL MEETING | WEDNESDAY, JULY 21, 2021, | 8:00PM

AGENDA

Call to Order 8:00PM

Roll Call

1. Habeeb-Ullah Muhammad – Mayor	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
2. Calvin Washington, Council President – Ward I	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
3. Robert Barnes, Councilman – Ward I	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
4. Clifton Atkinson, Councilman – Ward II	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
5. Theresa Brownson, Councilwoman – Ward II	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
6. Taunya Hines, Councilwoman – Ward III	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
7. Paula Noble, Councilwoman – Ward III	<input type="checkbox"/> Present	<input type="checkbox"/> Absent

I. Moment of Silence

II. Pledge of Allegiance to the Flag of the United States of America

III. Approval of Agenda

- a. Minutes from Monday, July 12, 2021, will be presented on Monday, August 2, 2021, meeting.

IV. Public Period (limit 2 minutes)

V. Legislation:

- a. **RESOLUTION 31-21:** A RESOLUTION TO APPROVE A CONSULTING SERVICES AGREEMENT WITH GREENWILL CONSULTING GROUP, LLC AS THE TOWN LOBBYIST.
- b. **RESOLUTION 32-21:** A RESOLUTION BY THE MAYOR AND TOWN COUNCIL APPROVING TOWN PARTICIPATION WITH THE CDC TO APPLY FOR A STATE REVITALIZATION PROGRAM COMMERCIAL FAÇADE IMPROVEMENT GRANT FROM THE MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT.
- c. **RESOLUTION 33-21:** A RESOLUTION ESTABLISHING AN ALTERNATE SYSTEM WHEREBY ELECTRONIC PAYMENTS OF AUTHORIZED PURCHASES MAY BE ACCOMPLISHED THROUGH BILL.COM, PROVIDED DOCUMENTATION SHALL BE MAINTAINED FOR A FINANCE AUTOMATION PILOT PROGRAM TO BE ADMINISTERED BY THE FOREST HEIGHTS POLICE DEPARTMENT.
- d. **RESOLUTION 34-21:** A RESOLUTION TO APPROVE A DONATION TO THE FOREST HEIGHTS POLICE DEPARTMENT OF (1) COMFORT/THERAPY LABRADOR RETRIEVER K-9 FROM HUMANE RESCUE ALLIANCE OF WASHINGTON DC.
- e. **RESOLUTION 35-21:** A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOREST HEIGHTS, MARYLAND TO APPROVE THE EMPLOYMENT AND APPOINTMENT OF ANTONIO FOGG AS A POLICE OFFICER TO SERVE WITHIN THE FOREST HEIGHTS POLICE DEPARTMENT AND TO APPROVE A REIMBURSEMENT AGREEMENT.
- f. **RESOLUTION 36-21:** A RESOLUTION TO AMEND THE MAYOR AND COUNCIL OF THE TOWN OF FOREST HEIGHTS APPOINTING COUNCIL COMMITTEES AND CHAIRS.
- g. **RESOLUTION 37-21:** A RESOLUTION APPROVING A RESIGNATION, WAIVER AND GENERAL RELEASE AGREEMENT FOR A RESERVE POLICE OFFICER.
- h. **RESOLUTION 38-21:** A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOREST HEIGHTS, MARYLAND TO APPROVE THE EMPLOYMENT AND APPOINTMENT OF ORLANDO VEGA AS A POLICE OFFICER TO SERVE WITHIN THE FOREST HEIGHTS POLICE DEPARTMENT AND TO APPROVE A REIMBURSEMENT AGREEMENT.

<https://us02web.zoom.us/j/563484463>

Meeting ID: 563484463

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Meeting ID: 563484463

TOWN OF FOREST HEIGHTS, MARYLAND

TOWN MEETING

VIRTUAL MEETING | WEDNESDAY, JULY 21, 2021, | 8:00PM

- i. **RESOLUTION 39-21:** A RESOLUTION TO AUTHORIZE THE MAYOR/COUNCIL TO ACCEPT THE PROPOSAL AND ENTER INTO A CONTRACT WITH ASIL PUBLIC RELATIONS, LLC TO MAINTAIN COMMUNITY ENGAGEMENT/PUBLIC RELATIONS FOR THE TOWN OF FOREST HEIGHTS/POLICE DEPARTMENT.

VI. New Business

VII. Adjournment

<https://us02web.zoom.us/j/563484463>

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THE TOWN OF FOREST HEIGHTS
RESOLUTION 31-21

A RESOLUTION TO APPROVE A CONSULTING SERVICES AGREEMENT WITH GREENWILL CONSULTING GROUP, LLC AS THE TOWN LOBBYIST

Introduced by: Habeeb-Ullah Muhammad, Mayor

WHEREAS, the Town is currently contracted with the Greenwill Consulting Group, LLC to provide Government Relations ("Lobbyist") consulting services and;

WHEREAS, the Town has previously engaged the services of Greenwill Consulting Group, LLC for the past 3 years to assist with obtaining Local Development Impact Fees associated with slot machines and other gaming revenue in Maryland where applicable and for other purposes and;

WHEREAS, the Town has authority by its Charter to obtain such personal services and consultation and;

WHEREAS, the Towns' current one-year contract with Greenwill Consulting Group, LLC is scheduled to terminate on August 7, 2021 and;

WHEREAS, the Town wishes to enter into a new one-year contract with Greenwill Consulting Group, LLC to continue government relations consulting services and;

WHEREAS, the Town has negotiated an annual contract for government relations consulting services with Greenwill Consulting Group, LLC in the amount of \$25,000.00 from line item 7264 and;

WHEREAS, the new contract does not change the existing scope of work currently required by the Town and continues to represent the responsibility by Greenwill Consulting Group, LLC to assist the Town with current and future work products and;

NOW THEREFORE, BE IT RESOLVED that the Mayor and Town Council of the Town of Forest Heights, Maryland hereby authorize and approve the contract proposal dated August 8, 2021 at a total cost of \$25,000.00 submitted by Mr. Ivan Lanier of Greenwill Consulting Group, LLC attached hereto and incorporated as Exhibit A;

AND BE IT FURTHER RESOLVED that the Mayor and Town Council of Town of Forest Heights, Maryland hereby authorizes and approves the Mayor on behalf of the Town to execute the described contract and any other related instrument or document necessary to carry out the intent of this Resolution.

AND BE IT FURTHER RESOLVED that this Resolution shall take effect upon its passage.

THE TOWN OF FOREST HEIGHTS
RESOLUTION 31-21

PASSED this ____ day of July 2021.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland

<u>ROLL CALL VOTE</u>	<u>YEA/NAY/ABSTAIN/ABSENT</u>
MUHAMMAD	_____
BROWNSON	_____
NOBLE	_____
BARNES	_____
HINES	_____
WASHINGTON	_____
ATKINSON	_____

I HEREBY CERTIFY that the above Resolution No. __-21 was passed by the required yea and nay vote of the Mayor and Council of Forest Heights on the ____ day of July 2021.

ATTEST:

THE MAYOR AND COUNCIL OF THE
TOWN OF FOREST HEIGHTS

Sherletta B. Hawkins, Town Clerk

By: _____
Habeeb-Ullah Muhammad, Mayor

By: _____
Calvin Washington, Council President

THE TOWN OF FOREST HEIGHTS
RESOLUTION 31-21

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the ____ day of July 2021 with ____ Yea votes and ____ Nay, constituting at least a four (4) vote majority, the aforesaid Resolution ____-21 passed.

Sherletta B. Hawkins, Town Clerk

EXHIBIT A (Contract for Consulting Services with Greenwill Consulting Group, LLC)

THE TOWN OF FOREST HEIGHTS
RESOLUTION 32-21

A RESOLUTION BY THE MAYOR AND TOWN COUNCIL APPROVING TOWN PARTICIPATION WITH THE GREATER OXON HILL COMMUNITY DEVELOPMENT CORPORATION TO APPLY FOR A STATE REVITALIZATION PROGRAM COMMERCIAL FAÇADE IMPROVEMENT GRANT FROM THE MARYLAND DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

Introduced by: Mayor Muhammad

WHEREAS, the Greater Oxon Hill Community Development Corporation has submitted an application to the Maryland Department of Housing & Community Development seeking a commercial façade improvement grant from the National Capital Strategic Economic Development Fund used to improve residential and business properties and;

WHEREAS, the purpose of the funds offered by this program is to enhance the aesthetics of commercial establishments and to improve the marketability of downtown areas and commercial corridors and;

WHEREAS, this is a popular, widely used program utilized throughout Maryland to enhance, improve and revitalize downtown and Main Street commercial destinations and;

WHEREAS, the Town of Forest Heights and the Greater Oxon Hill CDC agree that the funds for this program would be put to good use in Forest Heights by specifically enhancing the aesthetics and commercial business facades of the commercial establishments within the town along the Highway 210 corridor and Livingston Road corridor and;

WHEREAS, the Town Administrator has provided a letter to the CDC to accompany the façade improvement grant application which preliminarily expresses the Town's interest and intent to participate in the application process pending final approval by the Mayor and Town Council by way of this Resolution and;

WHEREAS, said funding is to be utilized within established designated Maryland Sustainable Communities and in connection with approved Sustainable Communities Plans to help enhance their commercial properties and;

WHEREAS, the Town of Forest Heights has an up-to-date Sustainable Communities Plan on file with the Department of Housing & Community Development and this grant funding would be used to help achieve the desired outcome regarding the enhancement of commercial facades as adhered to in the Plan and;

THE TOWN OF FOREST HEIGHTS
RESOLUTION 32-21

WHEREAS, a successful façade improvement program would enhance the overall look and viability of our commercial areas and the entire town, as well as potentially improve patronage and revenue for businesses and the municipal tax base.

NOW, THEREFORE BE IT RESOLVED, that the Mayor and Town Council of the Town of Forest Heights hereby endorses the participation of the Town of Forest Heights in the State Revitalization Program Commercial Façade Improvement Grant application process in partnership with the Greater Oxon Hill Community Development Corporation.

AND BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its passage.

PASSED this ____ day of July 2021.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland.

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

MUHAMMAD

BROWNSON

NOBLE

BARNES

HINES

WASHINGTON

ATKINSON

ATTEST:

THE MAYOR AND COUNCIL OF THE
TOWN OF FOREST HEIGHTS, MARYLAND

Sherletta Hawkins, Town Clerk

By: _____
Habeeb-Ullah Muhammad, Mayor

By: _____
Calvin Washington, Council President

THE TOWN OF FOREST HEIGHTS
RESOLUTION 32-21

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the ___ of July 2021 with ___ Aye votes and ___ Nay vote the aforesaid Resolution ___-21 passed.

Sherletta Hawkins, Town Clerk

THE TOWN OF FOREST HEIGHTS
RESOLUTION 33-21

A RESOLUTION ESTABLISHING AN ALTERNATE SYSTEM WHEREBY ELECTRONIC PAYMENTS OF AUTHORIZED PURCHASES MAY BE ACCOMPLISHED THROUGH BILL.COM, PROVIDED DOCUMENTATION SHALL BE MAINTAINED FOR A FINANCE AUTOMATION PILOT PROGRAM TO BE ADMINISTERED BY THE FOREST HEIGHTS POLICE DEPARTMENT

Introduced By: Mayor Habeeb-Ullah Muhammad

WHEREAS, Section 33-50 (Checks) of the Charter of the Town of Forest Heights requires that all checks issued in payment of Town obligations shall be signed by two persons who shall be designated from time to time by resolution of the Council, provided that if they shall fail to designate such persons, all checks shall be signed by the Mayor and counter-signed by the Town Administrator or Town Clerk, and in either person's absence or incapacity, the President of the Council, or in his absence, a Council member with the approval of a majority of Council members, may sign or counter-sign a check and the Council by resolution may establish an alternate system whereby electronic payments of authorized purchases may be accomplished through banking institutions, provided documentation shall be maintained; and

WHEREAS, on June 16, 2021, the Mayor and Council approved Resolution 28-21 approving a Purchase and Service Agreement with Bill.Com regarding electronic bill payments for a Finance Automation Pilot Program to be administered by the Forest Heights Police Department; and

WHEREAS, paying invoices and bills with Bill.com can be scheduled to be paid with a single click and the accounts payable product simplifies the complicated and time-consuming bill approval process by automatically routing bills to approvers, and Town officials can approve invoices to be paid remotely, whereby electronic payments made through Bill.com are designed for security since data in transit is encrypted with Transport Layer Security (TLS); and

WHEREAS, the Mayor and Council finds that engaging the services of Bill.com will be an efficient and cost effective way to pay a portion of the Town's bills in a manner that is consistent with the Town Charter and in accordance with an alternate system in making electronic payments as authorized by this Resolution.

NOW THEREFORE BE IT RESOLVED, by the Mayor and the Town Council of the Town of Forest Heights, that Police Chief Rease or his designee and Town Administrator Linwood Robinson, Jr. or his designee are hereby authorized to serve as agents of the Town to be designated within Bill.com's Bill Payment Service, according to the terms and conditions of the existing contract to serve as dual internal control signatories for said alternative system whereby electronic payments of authorized purchases may be accomplished through Bill.com provided proper documentation is maintained.

THE TOWN OF FOREST HEIGHTS
RESOLUTION 33-21

AND BE IT FUTHER RESOLVED, that the Mayor, the Town Administrator, Treasurer and employees named above shall take reasonable precautions to ensure account security, documentation and the mitigation of possible theft, embezzlement, loss, compromise or unauthorized use, and further restrict, dedicate and regulate the amount of funds available to the account(s) designated for bill paying through Bill.com.

AND BE IT FUTHER RESOLVED, that the mayor is authorized to sign this Resolution and it shall take effect on the day it is adopted.

PASSED this ____ day of July 2021.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

MUHAMMAD

BROWNSON

NOBLE

BARNES

HINES

WASHINGTON

ATKINSON

ATTEST:

THE TOWN OF FOREST HEIGHTS,
MARYLAND

Sherletta Hawkins, Town Clerk

By: _____
Mayor Habeeb-Ullah Muhammad, Mayor

By: _____
Calvin Washington, Council President

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the ____ day of July 2021 with ____ Aye votes and ____ Nay votes the aforesaid Resolution ____-21 passed.

Sherletta Hawkins, Town Clerk

Town of Forest Heights

Resolution 33-21

**THE TOWN OF FOREST HEIGHTS
RESOLUTION 34-21**

**A RESOLUTION TO APPROVE A DONATION TO THE FOREST HEIGHTS
POLICE DEPARTMENT OF (1) COMFORT/THERAPY LABRADOR RETRIEVER
K-9 FROM HUMANE RESCUE ALLIANCE OF WASHINGTON DC**

Introduced by: Habeeb-Ullah Muhammad, Mayor

WHEREAS, the Town of Forest Heights Police Department wants to add a comfort/therapy dog to its Community Action Team program; and

WHEREAS, the Chief of Police finds it necessary to add a comfort/therapy K9 to provide stress relief and affection to people dealing with anxiety, depression, trauma, or mental illness; and

WHEREAS, the K-9 will undergo basic obedience training and comfort dog training in the next 6 months, and

WHEREAS, the acceptance of the K9 will ensure that more officers have an option at their disposal when engaging with anxiety, depression, trauma, or mental illness; and

WHEREAS, the Charles County Sheriff's Office has invited the Forest Heights Police Department to participate in their K9 obedience at no cost; and

WHEREAS, the Forest Heights Police K9 handlers has evaluated the K9 (Labrador Retriever) and has deemed it fit for such purposes;

WHEREAS, the Chief of Police has determined that with the additional K9 the Police Department will still be able to stay in the prescribe approve budget;

NOW THEREFORE, BE IT RESOLVED that the Mayor and Town Council of the Town of Forest Heights, Maryland hereby authorize the Chief of Police or his designee to accept (1) comfort/therapy Labrador Retriever K-9 from Humane Rescue Alliance of Washington DC

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon passage.

PASSED this 21st day of July 2021.

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

MUHAMMAD

BROWNSON

NOBLE

THE TOWN OF FOREST HEIGHTS
RESOLUTION 34-21

THE TOWN OF FOREST HEIGHTS
RESOLUTION 34-21

BARNES

HINES

WASHINGTON

ATKINSON

ATTEST:

THE TOWN OF FOREST HEIGHTS

Sherletta Hawkins, Town Clerk

Habeeb-Ullah Muhammad, Mayor

Calvin Washington, Council President

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the ____ day of July 2021 with ____ Aye votes and ____ Nay vote the aforesaid Resolution 34-21 passed.

Sherletta Hawkins, Town Clerk

THE TOWN OF FOREST HEIGHTS
RESOLUTION 34-21

TOWN OF FOREST HEIGHTS
RESOLUTION 35-21

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOREST
HEIGHTS, MARYLAND TO APPROVE THE EMPLOYMENT AND APPOINTMENT
OF ANTONIO FOGG AS A POLICE OFFICER TO SERVE WITHIN THE FOREST
HEIGHTS POLICE DEPARTMENT AND TO APPROVE A REIMBURSEMENT
AGREEMENT**

Introduced By: Mayor Habeeb-Ullah Muhammad

WHEREAS, pursuant to Section 33-66 of the Charter of the Town of Forest Heights (the "Charter") the Town shall have the power to employ such officers and employees as it deems necessary to execute the powers and duties provided by the Charter or other state law and to operate the Town government; and

WHEREAS, pursuant to Section 33-18(b) of the Charter, all full-time subordinate officers and employees of the offices, departments, and agencies of the Town government shall be appointed and removed by the Mayor with the consent of the Council, in accordance with rules and regulations of any merit system which may be adopted by the Council; and

WHEREAS, pursuant to Section 23.2 of the Town Ordinance Code, certain minimum qualifications for police officers is stated therein, and the Chief of Police has verified to the Mayor and Council that the candidate is of good moral character and emotionally stable, as determined by a comprehensive background investigation, which includes fingerprinting of the applicant and a search made of local, state and criminal records, including a check of military, selective service, school and credit agency records; and

WHEREAS, pursuant to General Order No. 2016-1 (Ch. 2, § 3) sworn personnel will remain on probation until successfully completing twelve (12) consecutive months of full-time employment with the FHPD and authorized by the FHPD Chief of Police as having successfully completed the probation period; and

WHEREAS, the Council finds that Antonio T. Fogg has shown that he has the necessary experience, training, MPTC certifications and knowledge to serve as a Police Officer in the Police Department and it is in the best interest of the Town to appoint Mr. Fogg as a Police Officer; and

WHEREAS, the Mr. Fogg graduated from Anne Arundel Community College Police Academy in May 2018 and started his law enforcement career at the Glenarden Police Department and;

NOW THEREFORE BE IT RESOLVED, that the Town Council hereby consents to the Mayor's appointment of Antonio T. Fogg as Police Officer at the annual salary of \$50,000; and

BE IT FURTHER RESOLVED, that said officer's salary shall be paid from line item 7423 Salary from the FY2022 Budget; and

TOWN OF FOREST HEIGHTS
RESOLUTION 35-21

BE IT FURTHER RESOLVED, that the Town Council hereby approves the Reimbursement Agreement, attached hereto and incorporated herein, as Exhibit 1, which requires said officer to reimburse the Town in an amount not to exceed \$5,000 should he be unwilling to serve for the requisite minimum of two (2) years.

AND BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its passage.

PASSED this ____ day of July 2021.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

MUHAMMAD

BROWNSON

NOBLE

BARNES

HINES

WASHINGTON

ATKINSON

ATTEST:

THE TOWN OF FOREST HEIGHTS,
MARYLAND

Sherletta Hawkins, Town Clerk

By: _____
Mayor Habeeb-Ullah Muhammad, Mayor

By: _____
Calvin Washington, Council President

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the ____ day of July 2021 with ____ Aye votes and ____ Nay votes the aforesaid Resolution ____-21 passed.

Sherletta Hawkins, Town Clerk

Town of Forest Heights

Resolution 35-21

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THE TOWN OF FOREST HEIGHTS
RESOLUTION 36-21

**A RESOLUTION TO AMEND THE MAYOR AND COUNCIL OF THE TOWN OF
FOREST HEIGHTS APPOINTING COUNCIL COMMITTEES AND CHAIRS**

Introduced By: Mayor Habeeb-Ullah Muhammad

WHEREAS, pursuant to Section 21.1 of the Town Ordinance Code, within thirty days of taking office, the Mayor shall establish, at a minimum, four (4) standing oversight committees to include, Ways and Means, Finance, Public Works and Sanitation, and Public Safety, and shall appoint chairs with the approval of the full Council from among the sitting councilpersons to each of these committees, and these Council committees shall provide oversight of an advisory nature in their respective areas, and

WHEREAS, Subsection 21.1.I of the Town Ordinance Code, further states that the Mayor shall assign one member of the Town Council to serve as Council liaison to the various boards, committees and other bodies, and the Council liaison shall advise the body on issues or on the procedure for bringing matters to Council and shall attend meetings of the body on occasion, if needed and when scheduling allows.

NOW THEREFORE BE IT RESOLVED, that the Town Council hereby approves and ratifies the Mayor's amendment to appoint Councilwoman Brownson as the replacement for Jonathon Kennedy II as stated entitled "Committee Appointments in accordance with FH Ordinance Article 21 (A)" and dated April 15 and July 12, 2021, which is attached hereto and incorporated by reference herein.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its passage.

PASSED this ____ day of July 2021.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

MUHAMMAD

BROWNSON

NOBLE

BARNES

HINES

WASHINGTON

ATKINSON

The Town of Forest Heights

Resolution 36-21

Page 1

THE TOWN OF FOREST HEIGHTS
RESOLUTION 36-21

I HEREBY CERTIFY that the above Resolution No. 36-21 was passed by the required ye and nay vote of the Mayor and Council of Forest Heights on the ____ day of July 2021.

ATTEST:

THE MAYOR AND COUNCIL OF THE
TOWN OF FOREST HEIGHTS, MARYLAND

Sherletta Hawkins, Town Clerk

By: _____
Habeeb-Ullah Muhammad, Mayor

By: _____
Calvin Washington, Council President

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the day of July 2021 with ____ Aye votes and ____ Nay votes the aforesaid Resolution 36-21 passed.

Sherletta Hawkins, Town Clerk

**RESOLUTION 37-21
THE TOWN OF FOREST HEIGHTS**

**A RESOLUTION APPROVING A RESIGNATION, WAIVER AND GENERAL
RELEASE AGREEMENT FOR A RESERVE POLICE OFFICE**

Introduced By: Mayor Habeeb-Ullah Muhammad

WHEREAS, pursuant to §33-1 of the Town Charter, the Town of Forest Heights is a body corporate having all the privileges of a body corporate, by that name to sue and be sued, to plead and be impleaded in any court of law or equity; and

WHEREAS, the Mayor and Council find it to be in the best interest of the Town to enter into a confidential Resignation Agreement, Waiver and General Release Agreement with a reserve officer who has been suspended pending an investigation.

NOW THEREFORE BE IT RESOLVED, that the Town Council hereby authorizes and approves the Mayor or her designee to execute a certain Resignation Agreement, Waiver and General Release Agreement between a Reserve Police Officer of the Town and the Town of Forest Heights, pursuant to a confidential agreement that shall remain undisclosed.

BE IT FURTHER RESOLVED, that the Mayor or her designee are further authorized to sign any instruments, or documents and take any reasonable actions necessary to carry out the intent of this Resolution, and

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon passage.

PASSED this ____ day of July 2021.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland.

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

MUHAMMAD

BROWNSON

ATKINSON

BARNES

HINES

WASHINGTON

NOBLE

**RESOLUTION 37-21
THE TOWN OF FOREST HEIGHTS**

ATTEST:

THE MAYOR AND COUNCIL OF THE
TOWN OF FOREST HEIGHTS, MARYLAND

Sherletta Hawkins, Town Clerk

By: _____
Habeeb-Ullah Muhammad, Mayor

By: _____
Calvin Washington, Council President

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the ___ of July 2021 with ___ Aye votes and ___ Nay vote the aforesaid Resolution ___-21 passed.

Sherletta Hawkins, Town Clerk

[Exhibit 1 - Resignation Agreement, Waiver and General Release Agreement - Confidential]

TOWN OF FOREST HEIGHTS
RESOLUTION 38-21

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOREST
HEIGHTS, MARYLAND TO APPROVE THE EMPLOYMENT AND APPOINTMENT
OF ORLANDO VEGA AS A POLICE OFFICER TO SERVE WITHIN THE FOREST
HEIGHTS POLICE DEPARTMENT AND TO APPROVE A REIMBURSEMENT
AGREEMENT**

Introduced By: Mayor Habeeb-Ullah Muhammad

WHEREAS, pursuant to Section 33-66 of the Charter of the Town of Forest Heights (the "Charter") the Town shall have the power to employ such officers and employees as it deems necessary to execute the powers and duties provided by the Charter or other state law and to operate the Town government; and

WHEREAS, pursuant to Section 33-18(b) of the Charter, all full-time subordinate officers and employees of the offices, departments, and agencies of the Town government shall be appointed and removed by the Mayor with the consent of the Council, in accordance with rules and regulations of any merit system which may be adopted by the Council; and

WHEREAS, pursuant to Section 23.2 of the Town Ordinance Code, certain minimum qualifications for police officers is stated therein, and the Chief of Police has verified to the Mayor and Council that the candidate is of good moral character and emotionally stable, as determined by a comprehensive background investigation, which includes fingerprinting of the applicant and a search made of local, state and criminal records, including a check of military, selective service, school and credit agency records; and

WHEREAS, pursuant to General Order No. 2016-1 (Ch. 2, § 3) sworn personnel will remain on probation until successfully completing twelve (12) consecutive months of full-time employment with the FHPD and authorized by the FHPD Chief of Police as having successfully completed the probation period; and

WHEREAS, the Council finds that Orlando Vega has shown that he has the necessary experience, training, MPTC certifications and knowledge to serve as a Police Officer in the Police Department and it is in the best interest of the Town to appoint Orlando Vega as a Police Officer; and

WHEREAS, the Mr. Vega graduated from Anne Arundel Community College Police Academy in July 2020 and stated his law enforcement career in Glenarden Police Department; and

NOW THEREFORE BE IT RESOLVED, that the Town Council hereby consents to the Mayor's appointment of Orlando Vega as Police Officer at the annual salary of \$50,000; and

BE IT FURTHER RESOLVED, that said officer's salary shall be paid from line item 7421 Salary from the FY2021 Budget; and

TOWN OF FOREST HEIGHTS
RESOLUTION 38-21

BE IT FURTHER RESOLVED, that the Town Council hereby approves the Reimbursement Agreement, attached hereto and incorporated herein, as Exhibit 1, which requires said officer to reimburse the Town in an amount not to exceed \$5,000 should he be unwilling to serve for the requisite minimum of two (2) years.

AND BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its passage.

PASSED this ____ day of July 2021.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

MUHAMMAD

KENNEDY II

NOBLE

BARNES

HINES

WASHINGTON

ATKINSON

ATTEST:

THE TOWN OF FOREST HEIGHTS,
MARYLAND

Sherletta Hawkins, Town Clerk

By: _____
Mayor Habeeb-Ullah Muhammad, Mayor

By: _____
Calvin Washington, Council President

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the ____ day of July 2021 with ____ Aye votes and ____ Nay votes the aforesaid Resolution ____-21 passed.

Sherletta Hawkins, Town Clerk

**THE TOWN OF FOREST HEIGHTS
RESOLUTION 39-21**

A RESOLUTION TO AUTHORIZE THE MAYOR/COUNCIL TO ACCEPT THE PROPOSAL AND ENTER INTO A CONTRACT WITH ASIL PUBLIC RELATIONS, LLC TO MAINTAIN COMMUNITY ENGAGEMENT/PUBLIC RELATIONS FOR THE TOWN OF FOREST HEIGHTS/POLICE DEPARTMENT

Introduced by: Mayor Habeeb-Ullah Muhammad

WHEREAS, the Town wishes to enter into an agreement with ASIL Public Relations, LLC to maintain and sustain the public awareness of The Town of Forest Heights, Maryland through brand identity, developing and increasing the popularity and use of The Town of Forest Heights/Town Police Department social media (Live Stream Video, Facebook, Instagram and Twitter) and all of its related services; and

WHEREAS, ASIL Public Relations, LLC will manage and advise The Town of Forest Heights/Town Police Department, concerning marketing and public relation strategies in order to maximize the desired social media outcomes; and

NOW THEREFORE, BE IT RESOLVED that the Mayor and Town Council of the Town of Forest Heights, Maryland hereby authorizes the Mayor to approve the contract renewal dated August 1, 2021 (attached) with ASIL Public Relations, LLC for services stated therein pursuant to the following conditions specified in Exhibit A;

BE IT FURTHER RESOLVED, that the Mayor and Town Council of the Town of Forest Heights, Maryland hereby agrees to authorize a total payment in the amount of \$10,000 from line item 7246-Marketing of the FY 2022 Budget;

AND BE IT FURTHER RESOLVED that this Resolution shall take effect upon its passage.

PASSED this 21st day of July 2021.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland.

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

MUHAMMAD

BROWNSON

NOBLE

BARNES

HINES

The Town of Forest Heights
Resolution 39-21

THE TOWN OF FOREST HEIGHTS
RESOLUTION 39-21

WASHINGTON _____

ATKINSON _____

ATTEST:

MAYOR AND COUNCIL OF THE TOWN OF
FOREST HEIGHTS, MARYLAND

Sherletta Hawkins, Town Clerk

Habeeb-Ullah Muhammad, Mayor

Calvin Washington, Council President

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland,
that on the ___ day of July 2021 with _____ Aye votes and _____ Nay vote the aforesaid
Resolution 39-21 passed.

Sherletta Hawkins, Town Clerk

[Exhibit A]